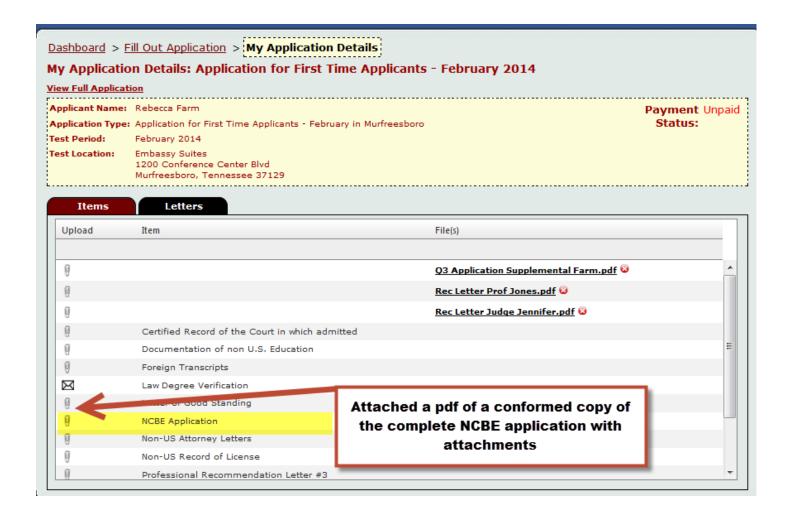
Adding Related Documents to your Application

After submitting your application online, return to your Dashboard and click on the Details link for this application. Forms are available at http://www.tn.gov/lawexaminers. A list of items will display.

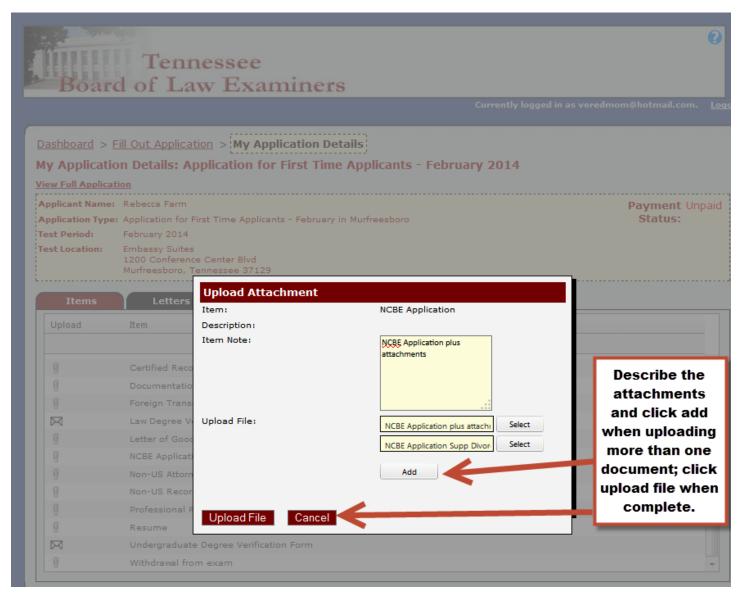


YOU MUST ADD A .PDF OF YOUR NCBE APPLICATION WITH ALL ATTACHMENTS.

To add the .pdf of your complete, signed, notarized NCBE application and all attachments thereto that you submitted to the NCBE, <u>click on the paper clip</u> next to NCBE Application:

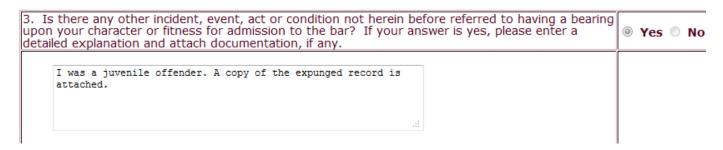


A small window displays after clicking the paper clip:

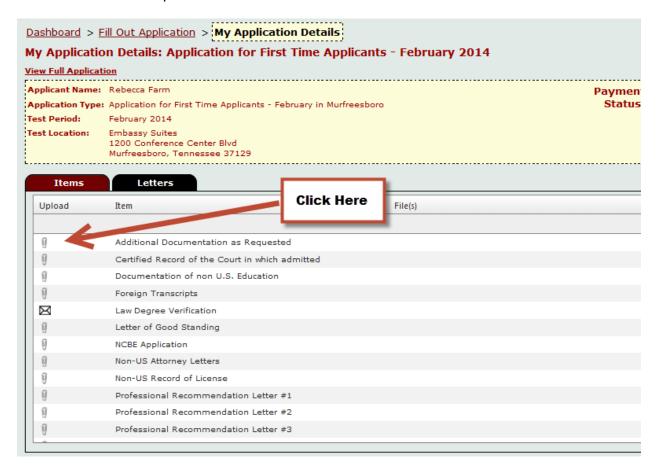


Select your .pdf document(s), adding additional lines as needed. Once all are selected, click Upload File. The NCBE application is no longer visible in your Items list but the top of the list includes the uploaded documents. It may take a few minutes for large files to upload.

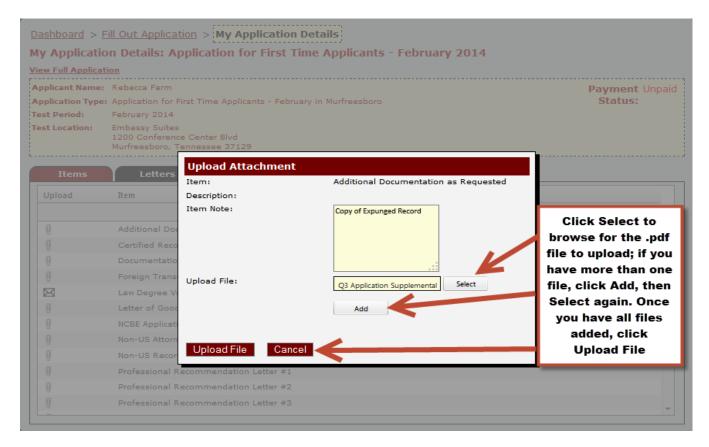
Once your NCBE Application is uploaded, you may click on the paper clip for any other document you wish to upload. For example, suppose you checked on the on-line application that there was additional information that was not otherwise disclosed:



You will add the copy of the record or any further explanation by clicking on the paper clip next to Additional Documentation as Requested:

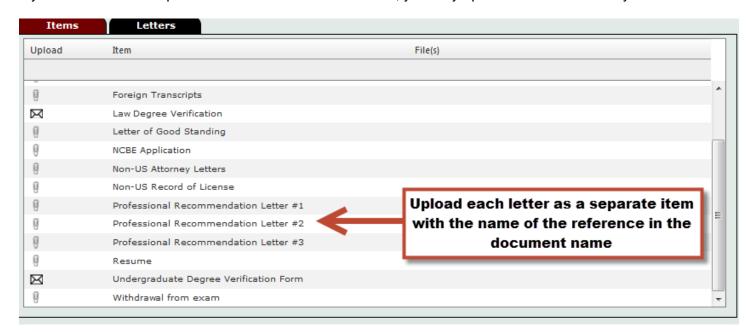


A window will display. Enter an item description then add the files; when done, click Upload File(s):

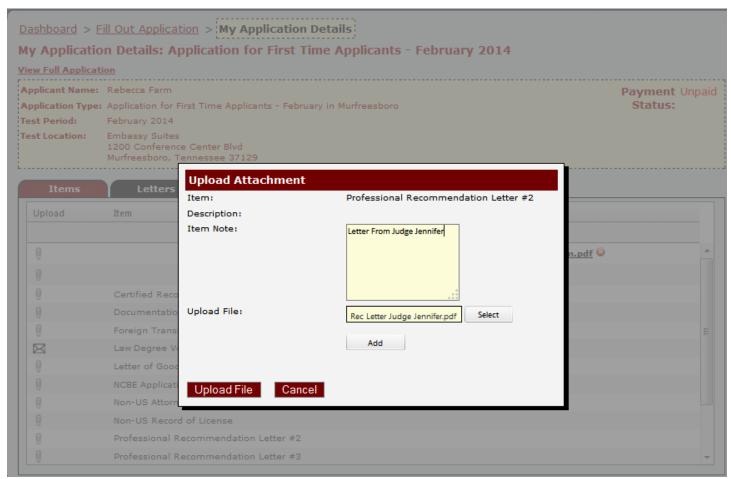


NOTE: YOU WILL WANT TO ADD ADDITIONAL FILES FOR EACH SUPPLEMENT YOU NEED TO UPLOAD; OTHERWISE, YOU WILL NEED TO SUBMIT AN AMENDMENT TO ADD ADDITIONAL DOCUMENTS. For example, if you have supplemental information for other questions in the online application, you would add all items not otherwise listed in the "additional documents" tab.

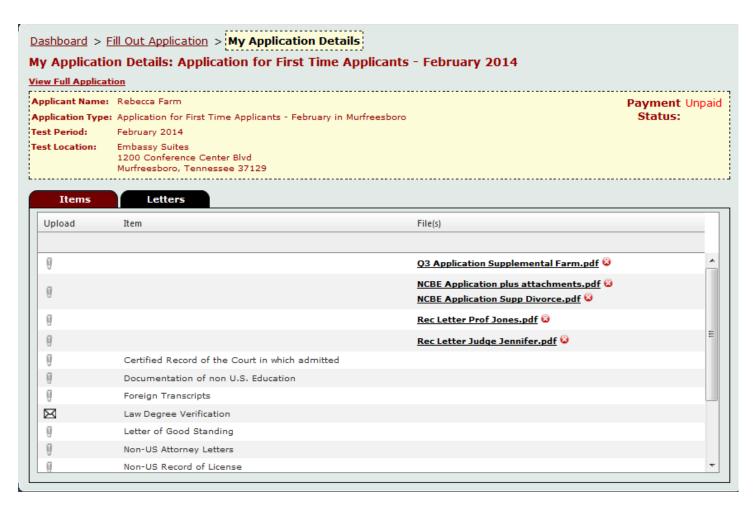
If you have received a professional recommendation letter, you may upload that the same way:



Click the paper clip and add the letter:



When you have finished uploading documents, you will have a list of items that begins with the uploaded documents:



You may come back to this screen to add additional information as you receive it. If you need to change or add additional information, please submit an amendment.

Once you have uploaded documents, the item you uploaded is no longer available and the .pdf documents are listed at the top of the Items list:

